**Adding Audio in a PowerPoint Slide**

1. To add audio to your slide, click on **Insert**.



1. Click the slide to which you want to add an audio clip, then on the menu bar select **Audio**.



You will have three selections in the drop down menu: Audio from file, Clip Art Audio, and Record Audio.

Do one of the following:

* Click **Audio from File**, locate the folder that contains the audio file that you want added, and then double-click the file.
* Click **Clip Art Audio**, locate the audio clip that you want in the **Clip Art** task pane, and then click to add it to the slide.
* Click Record Audio, attach a microphone or, if your computer is equipped, use the internal microphone to record.